

AUDITOR POSITION DESCRIPTION

AUDITOR, GS-511-5: As a trainee auditor, the incumbent performs a variety of tasks assigned to him/her to obtain experience in the practical application of accounting and auditing principles, procedures, and techniques. The position requires the knowledge and skills to work in a team environment and professional knowledge of accounting and auditing, but because the position is designed for individuals who have no experience in government financial auditing, the overall knowledge requirement is less than at the GS-7 level. Also, in contrast to employees in positions at the GS-7 level, the incumbent receives closer supervision, has specific detailed guidelines available to him/her, and performs work of less complexity and scope. The position requires overnight travel five to ten nights per month.

AUDITOR, GS-511-7/9: The incumbent, in a developmental capacity performs work on audit and related assignments regarding funds provided through the BEOC. The incumbent's assignments are designed to provide experience toward his/her planning and conducting complete audit assignments in the future. The incumbent applies conventional audit techniques to complete relatively uncomplicated evaluations. The work requires knowledge and participatory skills to work in a team environment and professional knowledge of accounting and auditing practices. The incumbent receives close supervision. The position requires overnight travel five to ten nights per month.

AUDITOR, GS-511-11: The incumbent, in an independent capacity performs financial audits to provide an opinion on whether the financial transactions of the organization present fairly the financial position, results of operation, and cash flows in conformity with laws, regulations, directives, and BEOC guidance. Also, provides recommendations in report form on financially related audits that may address areas such as: specific elements, accounts, or items of a financial statement; adherence to financial compliance requirements; or internal control structure over financial reporting. Also, in some instances, auditors prepare reports that present trend data and other information summarizing the results of a number of audits. The incumbent receives minimal supervision. The position requires 25% travel.

AUDITOR, GS-511- 12/13 SENIOR AUDITOR : Upon completion of the Senior Auditor Program (SAP), the incumbent, operates in a leadership capacity, with minimal supervision, and is able to review the work of subordinate auditors, additionally manages, coordinates and integrates a number of concurrent complex audits which may be nationwide in scope, cross regional boundaries and result in recommended changes to legislation or regulations. The Auditor (a) participates with managers and other senior auditors in determining the scope of audit, developing and adjusting audit guides when necessary to meet special or unusual circumstances; (b) participates in closeout audit conferences with representatives from the organizations that are the subject of the audit (financial institutions of varying sizes) to present the findings developed during the course of the audit; (c) arranges for independent review of reports to be signed, and (d) makes the final technical review of work papers and draft audit

reports to determine whether both meet BEOC reporting standards and are acceptable for signature or approval by the BEOC Commissioner.

Exercise 3